

TOWN OF WILKESON
Pierce County, Washington
January 1, 1994 Through December 31, 1995

Schedule Of Findings

1. The Town Should Institute Procedures To Ensure Appropriate Accounting For Traffic Citations

During our audit of the Town of Wilkeson, we examined the police department's accounting for traffic citations. Our audit of traffic citations issued by the police department noted the following.

Citations were not adequately being tracked from issuance to the officer, to final disposition in the court as required. Without adequate tracking it is impossible to determine that the following RCW provisions were met:

RCW 46.64.010 states:

The chief administrator officer of every traffic enforcement agency shall require the return to him of a copy of every traffic citation issued by an officer under his supervision to an alleged violator of any traffic law or ordinance and of all copies of every traffic citation which has been spoiled or upon which entry has been made and not issued to an alleged violator.

The chief administrator shall also maintain or cause to be maintained in connection with every traffic citation issued by an officer under his supervision a record of disposition of the charge by the court or its traffic violations bureau in which the original or copy of the traffic citation was deposited.

Every record of traffic citations required in this section shall be audited monthly by the appropriate fiscal officer of the government agency to which the traffic enforcement agency is responsible.

Failure to adequately track and audit citations from issuance to officer to disposition by court creates various opportunities for mishandling which would not be detected.

Also, copies of citations were not returned to the police marshall and were not consistently retained by the officers.

RCW 40.14.060 states in part:

(1) . . . Official public records shall not be destroyed unless:

(a) the records are six or more years old

Failure to adequately retain records compromises the ability to audit the transactions of the police department and the municipal court. This also causes the town not to be in full compliance with state laws.

We recommend that the town officials establish procedures to meet these requirements.